

0620.02 Submissions to the Finance and Claims Committee

Issued January 6, 1997

SUBJECT: Submissions to the Finance and Claims Committee.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To outline procedures for submitting materials to the Finance and Claims Committee of the State Administrative Board.

CONTACT AGENCY: Department of Management and Budget (DMB) - State Administrative Board.

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SUMMARY: The Secretary of the State Administrative Board reviews contracts and other material presented and prepares the agenda for the meetings of the Finance and Claims Committee of the State Administrative Board.

APPLICABLE FORMS: CS-138, Contractual Services Request.

DMB-1104, Claim against the State of Michigan for Personal Losses Less than \$1,000.

OCM-810, Finance and Claims Agenda Format.

PROCEDURES:

Requesting Agency:

- If the proposed action is a contract, determines whether State Administrative Board approval is required.
 - State contracts or grants of \$250,000 or more which require such approval, regardless of their source of funding or duration, are:
 - Contracts, grants or purchase orders for all supplies, materials, and equipment; for all services, including consulting, research, and professional services; between State departments and private vendors, between State departments and educational institutions, or between State departments and other governmental units;
 - Contracts, grants or blanket orders whose dollar values are not fixed but which are estimated to be \$250,000 or more;
 - Contracts, grants, or purchase orders for commodities or services available from only one source.
 - Contract or grant amendments of \$125,000 or more also require the approval of the State Administrative Board.
 - Emergency contracts of \$250,000 or more involving public health or safety do not need prior approval (See Procedure 0510.03). These contracts shall be reported to the State Administrative Board as soon as possible after execution.
- If the proposed action is a contract, submits the following material to the Secretary of the State Administrative Board:

- 1 copy of an Agenda Format (OCM-810)
 - Example
 - DEPARTMENT OF (Type in name) .
 - Requests approval of the following contracts:
 - (1) ABC Corporation \$125,000.00
 - Grand Rapids, Michigan Testing Services
 - (2) Acme Distillery Company \$101,225.00
 - Liquor Purchase
- For each contract on the agenda:
 - 10 copies of a Contract Abstract Form
 - Brief description of commodity or service.
 - Term of contract.
 - Acquisition Method.
 - Summary of bids.
 - Funding Sources
 - Explanatory information.
 - Departmental recommendation on award and approval.
 - 1 copy of CS-138 form submitted to Civil Service, if applicable.
 - 2 copies of the proposed contract or model contract including all applicable amendments.
- If the request is for disposal of state property, see Procedures 0110.01, 0340.05 and 0220.01.
- If the request is for write-offs of state receivables, see Procedure 1210.28.
- If the request is for release of capital outlay funds, see Procedure 0110.04.

Claimant:

- If the request is for settlement of a small claim against the state under \$1,000, prepares a DMB-1104 and submits the completed form and copies of pertinent information to the Secretary of the State Administrative Board.
 - Department Directors have the delegated authority to approve claims for state employees up to \$500.00, with the following exceptions: eye glasses; personal vehicle damage when used for state business; jewelry over \$50.00; and, cash over \$100.00. A report on director approvals is required monthly. Items must be related to claimant's work performance or duties (not ornamentation, decoration, or personal pleasure items).
 - Reimbursement is based on present value of property. A 24 month depreciation schedule is used.

Secretary to the State Administrative Board:

- Reviews contracts, grants and other materials and prepares summary information for the Director and Deputy Directors of DMB.
- Handles necessary correspondence or other communication relative to items presented.
- Prepares agenda and minutes for the Finance and Claims Committee.
- Forwards committee recommendations to the State Administrative Board for action.

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Procedure 0620.02